

Weekly Report for Week Ending 12 October 1959
FROM
ARCHIVES AND RECORDS CENTER

1. Contributions

a. Tangible

- (1) Nine offices transferred 730 cubic feet of inactive records to the Center.
- (2) Reference service items, totaling 3,704, were furnished to various offices and agencies.

b. Intangible

- (1) The incinerator is still undergoing repairs. Therefore, there was no records burned. There is an accumulation of 873 cubic feet in the disposal area.
- (2) Received forms from OCR for 29 accessions totaling 500 cubic feet of records. These forms covered the records that had been transferred from OCR during the period of May to October 1959.
- (3) Twenty-four cubic feet of NIS's were destroyed in accordance with the NIS maintenance program. There was 25 cubic feet of NIS transferred to requestors.
- (4) Four accessions containing TOP SECRET records were received, three from OSI and one from Chief, Management Staff.
- (5) A total of 117 cubic feet of records were placed in the disposal area, and 132 cubic feet were transferred out of the Records Center.

2. Assignments

a. Active

None

b. Inactive

- (1) Consolidation of three sets of information reports into one record set.
- (2) Physical consolidation of VM and Records Center.
- (3) Physical inventory of record holdings.

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3. News

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- (1) OS, was briefed on the Records Center and Vital Material Operation.
- (2) I attended the annual meeting of Society of American Archivists in Philadelphia, Penna., Oct. 7-9, 1959. A separate report on topics discussed is being submitted.
- (3) Total holdings in the Records Center amount to 50,260 cubic feet.

4. Visitors

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